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MEMORANDUM FOR: [REDACTED] Staff

25 January 1962

FROM : DCU/OS/TR

SUBJECT : Standby Duty during Working Hours

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1. In order to ensure that there will be one instructor at [REDACTED] at all times during duty hours to fill in on any training project in progress should the need arise, a system of assigning standby duties to all instructors has been recommended and will go into effect as of 5 February 1962. By assigning instructors this duty in advance, there should be no question as to who is to take another instructor's place in the event this should become necessary. In the event that the standby duty officer must take over another instructor's program for a given day, an alternate standby duty officer will be designated at that time. In addition to being on a standby basis to fill in on instructional duties, this instructor will also be required to sit in the outer office (the reception room) during the absence of both the Secretary and the Administrative Assistant. The standby duty officer will coordinate a staggered lunch period with the Secretary and the Administrative Assistant to ensure that one of the three is in the reception room at all times during this period.

2. This duty will not preclude the instructor in question from participating in an exercise if he is needed, nor does it preclude said instructor from acquiring a replacement on any given day. Due to the ever-changing schedule of training programs, changes in instructors on standby will be necessary from time to time. The instructor on standby for each week will be designated on the schedule charts in the vault. The instructor on standby duty for any given week should familiarize himself with the programs in progress during that week so that he will be ready to step in where needed with little or no preparation. All instructors, in drawing up their programs, should ensure that there is a ready means of communication so that the replacement instructor can meet the trainee with no difficulty.

[REDACTED]  
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